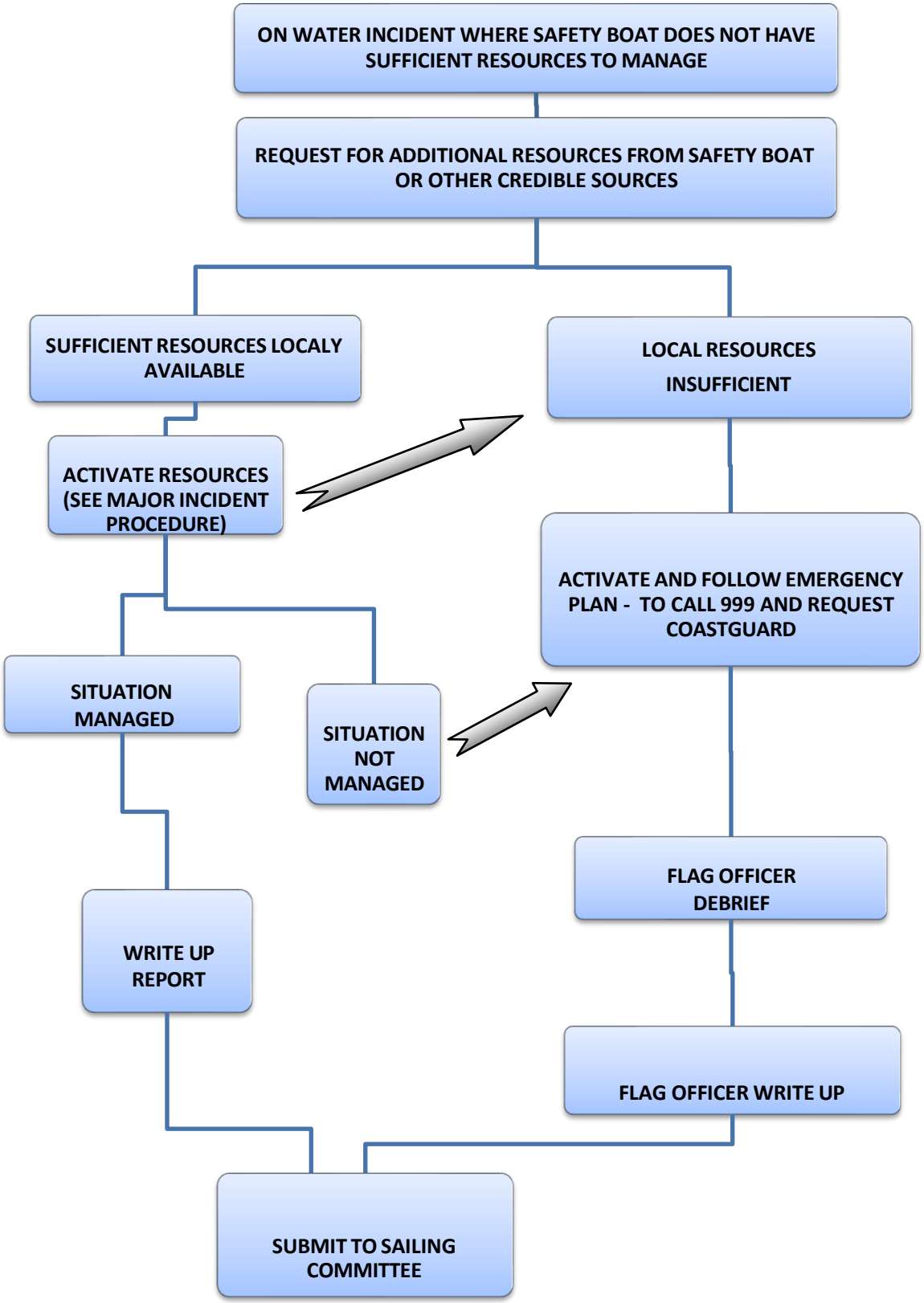
MEDWAY YACHT CLUB
2025 MAJOR INCIDENTS AND EMERGENCIES PROCEDURE


ON WATER INCIDENT WHERE SAFETY BOAT DOES NOT HAVE SUFFICIENT RESOURCES TO MANAGE
REQUEST FOR ADDITIONAL RESOURCES FROM SAFETY BOAT OR OTHER CREDIBLE SOURCES
SUFFICIENT RESOURCES LOCALY AVAILABLE
LOCAL RESOURCES INSUFFICIENT
ACTIVATE RESOURCES (SEE MAJOR INCIDENT PROCEDURE)
ACTIVATE AND FOLLOW EMERGENCY PLAN - TO CALL 999 AND REQUEST COASTGUARD
SITUATION MANAGED
SITUATION NOT MANAGED
FLAG OFFICER DEBRIEF
WRITE UP REPORT
FLAG OFFICER WRITE UP
SUBMIT TO SAILING COMMITTEE

RACE MANAGEMENT TEAM PROCEDURE FOR MAJOR INCIDENTS AND EMERGENCIES DURING RACING

1. This document is for the purposes of guiding the safety response of the duty Race Management Team (Race Officer, Officer of the Day and Safety Boat Crews) in the conduct of racing at Medway Yacht Club (MYC).
2. Prior to racing the RO must brief the RMT as to the procedures below in the pre-race safety briefing, noting shipping movements, weather conditions and potential risk situations.
3. Once on the water the SBC to please check radio communication and keep the RO updated as to conditions and progress of competitors.
4. The safety boat crew are likely in general the point of first contact where an incident requiring intervention occurs. They should as far as possible act autonomously and effectively to make the situation safe. They may inform the RO as to their situation as long as this does not delay the safety response or contact.
5. Incidents which have been safely resolved by the SBC should be reported to the RO once the situation is resolved and/or by the end of racing. The RO shall report these in the end of racing report.
6. Where the situation appears to be irresolvable by the SBC or requiring additional resources the SBC need contact the RO. The person initiating the incident will need to maintain local support.
7. Based on the information received the Race Officer (or OOD in his absence) shall assess whether the incident should be escalated to a major incident or declared an emergency. A **Major Incident** is one in the opinion of the RO the capacity of the Club rescue facilities **is considered inadequate** to meet the tasks involved but where additional local resources will contain the situation **An Emergency** is any incident where major injury has occurred or when life or vessel(s) are at risk where in the opinion of the RO the capacity of the Club rescue facilities and local resources **are inadequate** to meet the tasks involved and outside assistance is necessary.
8. All incidents might require emergency services. When calling an ambulance specific indication must be given to the Ambulance service as to the nature of the suspected injury and exactly where the casualty is being landed. Please see appendices 1 for all locations but in general the **MYC Pontoon** (all states of the tide) 01634 718399 (Office) / 718169(Clubhouse) Lower Upnor, Rochester Kent ME2 4XB should be used.

RACE MANAGEMENT TEAM GUIDANCE TO A MAJOR INCIDENT

9. Coordinate all local resources to attend if required including;
   - Calling for assistance from Wilsonian Safety Boat crew. Call sign “Blockhouse” on CH37.
   - Asking Invicta to attend. Call sign “Invicta”.
   - Asking competitors to attend and stand by to assist,
   - Attending with other Club safety boats including Saxon or spare ribs.
10. Decide whether sailing can safely continue with the rescue facilities available. If not then racing shall be abandoned and competitors advised.
11. Maintain a log of relevant information as it becomes available and decisions and actions taken.
12. Account for all competitors.

13. At the closing of a Major Incident the officers involved should write up a report of the incident and lodge it with the Club Secretary who shall bring it to the attention of the Flag Officer in charge of sailing.

RACE MANAGEMENT TEAM GUIDANCE TO AN EMERGENCY PLAN

14. ALERT THE COASTGUARD VIA THE VHF DISTRESS PROCEDURE ON CHANNEL 16 OR 999.

- Please give coastguard exact details of the emergency situation its location and resources available.
- Immediately the Coast Guard is alerted they assume full responsibility to co-ordinate the incident with the officer or persons who initiated the call at the Point of Contact.

15. ESTABLISH A CHANNEL OF COMMUNICATION THAT ALLOWS THE EMERGENCY TO BE MANAGED UNDER THE DIRECTION OF THE COASTGAURD.

- The RO will be instructed to switch to a working channel. Please note that the Race Box radio is restricted to CH 37. In the event of continuing transmissions on other VHF channels the safety boats will need to go to 16 or channel instructed by the Coastguard.

16. ALERT FLAG OFFICERS

- Contact numbers Commodore Catherine Gore 07974 657788, Vice Commodore Philip Clarabut 07770 690758, Rear Commodore Quentin Strauss 07742 054330.

17. ESTABLISH AN EMERGENCY TEAM

- Set up an incident room to monitor and log all events. Keep a log noting all timings (important).
- Continue to communicate with Race Box (MYC Upnor line), local safety boat resources or RO (river) CH37.
- Establish key communication links with these people and organisations: (Coastguard (Dover) Ch 16 & 67 Tel - 01304 210008, Police, Ambulance, Coast Guard, Fire999 101 Police Non-Emergency, Peel Ports Medway, Medway VTS 0151 9496650 / 0151 949 6418 VHF Ch 74).
- Co-ordinate the onshore support. When calling an ambulance specific indication must be given to the Ambulance service as to the nature of the suspected injury and exactly where the casualty is being landed. Please see appendices 1 for locations.
- Collate the Boat/Personnel status such that all competitors are accounted for.
- Provide the Police and Coastguard with information.
- Answer Media and Relatives enquiries.

18. ACCOUNT FOR ALL COMPETITORS

19. ESTABLISH A DEBRIEF TO BE COMPLETED BY FLAG OFFICER.

Approved by the Management Committee

Signature Date

List of Casualty landing points and Emergency Telephone numbers

Location	Telephone No
Sheerness Harbour. (Lower Camber, Gun Wharf) Sheerness Docks Sheerness Kent ME12 1RS	(Reception) 01795 596551/596596
Queenbough All Tide Landing (Unassisted walking only) North Road Sheppey Kent ME11 5AA	Harbour Master 01795 662051/07456 459754
Gillingham Marina (all Tide and Helipad) 173 Pier Road Gillingham Kent ME7 1UB	01634 280022 / Ch. 80
MYC Pontoon (all states of the tide) Lower Upnor Rochester Kent ME2 4XB	01634 718399 (Office) / 718169(Clubhouse)
Chatham Maritime Marina pontoon (24 Hour, all states of tide, The Lock Building Leviathan Way Chatham Kent ME4 4LP	01634 899200 / Ch 80